

Nextel Online® Address Book Admin

Address Book Admin enables end users to receive customized phone directories and store them on their phone. An Administrator creates and manages the phone directories, or templates, online, then sends that information over the air to program groups of phones.

What You Need to Receive Templates

- Nextel Internet-ready phone* with a qualifying Nextel Online (NOL) service plan: NOL Plus, Address Book, Address Book Admin, Messaging Package or Full Service Package.
- Security must be enabled on the phone by accessing **Net Mode** or the **Net** option.

What You Need to be an Administrator

- Nextel Member Name and Password with Account Administrator rights
- Nextel Internet-ready phone* (optional)

Template Administration

As an Administrator, you can create and manage templates by completing the following steps:

① Register with Nextel

Note: If you have already registered as an Account Administrator, proceed to Login to Address Book.

1. From nextel.com on your PC, click **Register with Nextel**.
2. To obtain Administrator Access, complete the **Member Information, Phone Information** (optional), **Account Information** and **Security Information**.
 - Registering as an Administrator for a Master Account allows you to manage all phones on the Master Account and associated Sub-Accounts.
 - Registering as an Administrator for a Sub-Account allows you to manage only those phones on that particular Sub-Account.

Note: An Access Code (PIN Code) is not required to create or administer templates.

3. Complete the registration process by clicking on the link contained in your confirmation email.

② Login to Address Book

1. From the **MyNextel** tab on nextel.com, click **Address Book**.
2. Enter your Nextel Member Name and Password and click **Login**.
3. Administrators with phones are taken to the Address Book main page. Click the **Admin** tab to access the

**Internet Ready Phones include the following:*
SIM-based phones: *i30sx, i50sx, i55sr, i80s, i85s, i90c and i95cl*.
Plus-series phones: i500plus, i550plus, i700plus, i1000plus, and i2000plus.

Using Templates

Important Notes about Templates

- If an account has a combination of SIM-based phones and *plus-series* phones, separate templates must be created for each set of phones*.
- Templates can be created at the Master Account level and sent to phones on the Sub-Accounts.
- When a template is sent to a phone, the Phonebook (for SIM-based phones) or Phone List (for *plus-series* phones) will contain a combination of personal entries (created by the user) and template entries (created by the Administrator).
- Templates occupy a portion of a user's Phonebook or Phone List.

SIM-based phones: Users approaching the 250-entry storage limit may have personal Phonebook information overwritten by template data.

Plus-series phones: Personal information stored within a Phone List template's range will be overwritten by template data.

- Phone users can alter template data by manually reprogramming their Phonebook or Phone Lists on their phone. End user cannot alter template data online.
- The phone user does not have to register with Nextel to receive a template

③ Create a Template

1. From the Admin navigation bar, click **Templates**.
2. Click **Add Template**.
3. Select the type of template to be added: **Phonebook** (for SIM-based phones) or **Phone Lists** (for *plus-series* phones).
4. Click **Continue** and refer to the specific template instructions below.

Phonebook Templates

1. Enter the Template Name and Description.
2. Click **Save** to add it to the template list.
3. The **Edit Template** screen displays. Complete the template by entering the **Record Name** and all associated phone numbers.

4. Click **Save**.
5. To add another template entry, click **Add Record**. Repeat the process until all entries have been added. When complete, click **Save**.
6. Proceed to **Assigning Phones and Sending Templates**

Phone List Templates


1. Enter the Template Name and Description, select the Template Type (Speed Dial or Private ID) and the Phone List Range that the template should occupy.
2. Click **Save** to add it to the template list.
3. The **Edit Template** screen displays. Complete the template by entering the desired **Nicknames** and **Phone Numbers** into the template form.
4. Click **Save**.
5. Proceed to **Assigning Phones and Sending Templates**.

④ Assign Phones and Send the Template

1. Once the template has been created, the **Template List** displays.
2. Find the template you will send to your phones and click the **Assign Phones** icon.
3. All phones eligible to receive the designated type of template display. SIM-based phones display for Phonebook Templates and *plus-series* phones display for Phone List Templates.
4. Select the phones that should receive the template by clicking the **Phone#** box.
5. Click **Save**.
6. The **Send Template to Phones** page displays, listing those phones that will receive the template.
7. Click **Send** to send the template.

Receiving Templates

When an Administrator sends a template, a Net Mail Alert is sent to the selected phones, notifying them of the pending data transfer.

To receive a template from an Account Administrator, when the Net Mail/Browser Message displays on your phone, press  under OK to accept the template. The Phonebook or phone Lists will automatically be updated with template data and stored on your phone.

